



Office of the City Clerk

Weekly Report – for Week Ending July 20, 2018

OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

Elections

On July 11, Election staff, along with LA County, spoke to the Commission on Disability regarding the steps the City Clerk has taken to improve disabled voters' access and voting experience at the polls.

A voter information table was provided at the Youth Naturalization Ceremony held at LA Central Library (CD14), where they engaged newly sworn young citizens and their parents.

Staff also provided a voter information table at the Mayor's HIRE LA's Youth Annual Summer Campaign Kick-off (CD4).

Staff had a voter information booth at the Annual Echo Park Lotus Festival. Outreach was provided to 181 people and six were registered/pre-registered to vote.

City Clerk Outreach



Commission on Disability



New Americans Youth Swearing-in



Mayor's Hire LA



Lotus Festival



Dragon Boat Race
Photo with Mayor

On July 12, staff attended the annual California Association of Clerks and Elected Officials (CACEO) Conference in Long Beach and received updates from the five Northern California Counties regarding their Voter's Choice Act implementation on June 5th and information on election cybersecurity issues.

NC Elections

Staff is reviewing Neighborhood Council voting models and using them to update candidate filing and voter qualifications for each NC election. Staff expects to complete this process by late August.

Staff met with representatives from Council Districts 4 and 14 to discuss the possibility of conducting a new pilot online Neighborhood Council election for up to 10 Neighborhood Councils as part of the 2019 NC Elections. Staff will be consulting with the online election vendor, Everyone Counts, to determine the feasibility of this proposal.



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Gender Equity Action Plan Working Group

A gender diverse team of 11 managers, representing multiple sections of the Department, have come together as a working group in support of our Gender Equity Action Plan. This team held its inaugural meeting July 18 to discuss the Department's goals through 2020.

Also in attendance were our two interns hired for our Systems Division as part of the Mayor's HIRE LA summer youth initiative and gender equity. One student is currently a senior in high school and an alumnus of the *Girls Who Code* program in Boyle Heights. The other young woman is a Computer Science major at CSU Los Angeles. Our Gender Equity Action Plan goal is to provide a meaningful internship that may lead to City employment in the IT field. The Clerk's Office plans to engage Personnel and ITA to possibly provide a new entry level pathway to City employment through the Targeted Local Hire Program by adding a Systems classification.

Records Management

Archival Activity

A photo use agreement was entered into with an author from the USC Sol Price School of Public Policy to publish eight City images in a study on Housing in Los Angeles.

Systems

Enhancements were made to the Council Action E-Signature workflow adding an option for the Mayor's Office to retract, reassign and reroute documents for E-Signature. In the previous version, only the City Clerk was able to retract the documents.

Neighborhood Council (NC) Funding Program

NCs need to submit their board approved FY 18/19 Administrative Packet in order to activate their budget and begin spending. This packet includes their FY 18/19 Budget, contract and lease requirements for the year, and a letter of agreement signed by its financial officers. To date, 50% of NCs have submitted their packets. The remaining NCs are likely waiting to have the packet approved at their July meeting. All Administrative Packets are due July 30.

NC Funding is providing training this weekend to the Olympic Park Neighborhood Council to assist in the development of strategies that will allow its funding to be reinstated to regain control of their operations.

Way to Go!

The City Clerk's Office participated in the Annual Echo Park Lotus Festival Dragon Boat Races on July 14. The two teams, *Lil' Clerken* and *Big Clerken*, came in 1st and 3rd place in the City/Government and Corporate Sponsor category.